

OFFICIAL GAZETTE



GOVERNMENT OF GOA

*NOTE: There is one Extraordinary issue to the Official Gazette, Series I No. 12 dated 17-6-93 as follows:
1) Extraordinary dated 18-6-93 from pages 141 to 142 regarding Notification from Law (Legal & Legislative) Department.*

GOVERNMENT OF GOA

Department of Personnel

Notification

1/14/85-PER

In exercise of the powers conferred by the proviso to Article 309 of the Constitution, and in supersession of the existing recruitment rules for the posts, the Governor of Goa, hereby makes the following rules relating to recruitment to the Group 'C' Ministerial, Non-Gazetted post in the Office of Captain of Ports, Government of Goa, namely: —

1. Short title, application and commencement: —

(1) These rules may be called the Government of Goa, Office of Captain of Ports, Group 'C', Ministerial, Non-Gazetted post, Recruitment Rules, 1991.

(2) *Application:* These rules shall apply to the posts specified in Column 1 of the Schedule to these rules (hereinafter called as the "said Schedule").

(3) They shall come into force from the date of publication in the Official Gazette.

2. Number, classification and scales of pay: —

The number of posts, classification of the said posts and the scales of pay attached thereto shall be as specified in columns 2 to 4 of the said Schedule:

Provided that the Government may vary the number of posts in Column 2 of the said Schedule from time to time subject to exigencies of work.

3. *Method of recruitment, age limit and other qualifications:* — The method of recruitment to the said posts, age limit, qualifications and other matters connected therewith shall be as specified in Columns 5 to 13 of the said Schedule.

4. *Disqualification:* — No person who has entered into or contracted a marriage with a person having a spouse living or who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the service:

Provided that the Government may if satisfied that such marriage is permissible under the personal Law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. *Power to relax:* — Where the Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing relax any of the provisions of these rules with respect to any class or category of persons.

6. *Saving:* — Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for Scheduled Castes and other special categories of persons in accordance with the orders issued by the Government from time to time in that regard.

By order and in the name of the Governor of Goa.

G. J. Prabhudessai, Under Secretary (Personnel),
Panaji, 19th September, 1991.

SCHEDULE

Name/ Designation of post	Num- ber of posts	Classi- fication	Scale of Pay	Whether Selection post or non- post	Age limit for direct recruits	Whether the benefit of added year of service is admissi- ble under Rule 30 (Pension) Rules, 1972	Educational and other qualifications required for direct recruits	Whether age & edu- cational qualifica- tions pres- cribed for the direct recruits will apply in the case of promotees	Period of pro- motion/transfer if any	Method of recruitment whe- ther by direct recruitment or by promotion or by deputation/trans- fer/contract and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputa- tion/transfer, grades from which promo- tion/deputation/ transfer is to be made	If a D.P.C. exists, what is its com- position is to be consulted in making recruitment	Circums- tances in which Goa Public Service Commission is to be consulted in making recruitment
1	2	3	4	5	6	6(a)	7	8	9	10	11	12	13
Caretaker (1991) sub- ject to Non- varia- tion depen- dent on work- load.	1	Group 'C' Ministerial, Non-Gazetted.	Rs. 1200-30-1560-EB-40-2040.	N. A.	N. A.	N. A.	N. A.	N. A.	N. A.	By transfer:	Transfer: Upper Division Clerks of the Department with 3 years regular service in the grade.	N. A.	N. A.

Agriculture Department

ORDER

DF/2/(60)/AGR/93-94/307

Government is pleased to authorise the Director of Agriculture, who is the Licencing Authority within the jurisdiction of the State of Goa under clause 26 of Fertiliser (Control) Order, 1985 to Notify/approve various grades of standard quality of fertilisers/Mixtures of fertilisers and various grades of mixture of Micro-Nutrient Fertilisers.

H. Y. Karapurkar, Director of Agriculture, Ex-
-Officio Addl. Secretary to the Government of Goa.

Panaji, 10th June, 1993.

Finance (Revenue & Control) Department

Order

12/6/67-Fin(R&C)

Whereas the Scheme for payment of pension to the pensioners of the Union territory of Goa, Daman and Diu through Public Sector Banks was initially introduced with effect from 1-11-1979 to fall in line with the payments made by the Central Government to its pensioners which was made under a similar Scheme.

And whereas in view of certain modifications introduced in the Central Treasury Rules involving procedural and other changes and conferment of Statehood to the District of Goa by delinking the two overland territories of Daman and Diu, it is expedient and necessary to make the Scheme more comprehensive so that all the changes/modifications are incorporated in the Scheme.

Now, therefore the Government of Goa hereby evolves the present simplified procedure on the lines of the revised Scheme introduced by the Government of India for payment of pensions to Central Civil Pensioners through Public Sector Banks and is intended to cover the pensioners as indicated in para 3 of the Scheme. The pensioners of the Union Territory administration of Daman and Diu will not be covered by the revised Scheme.

The Scheme shall cover the pensioners of other States/Union territories who are drawing their pension through Treasury Officer/Sub-Treasury Offices in Goa and will be operated on reciprocal basis.

The revised Scheme as reproduced below shall come into force with immediate effect.

By order and in the name of the Governor of
Goa.

Prabha Chandran, Under Secretary (Fin. Exp.).

Panaji, 8th April, 1993.

**SCHEME FOR PAYMENT OF PENSIONS OF PENSIONERS OF THE
GOVERNMENT OF GOA THROUGH PUBLIC SECTOR BANKS**

BROAD FEATURES:

1. The scheme for payment of pensions to the then Union Territory of Goa, Daman and Diu pensioners by Public Sector Banks was introduced with effect from 1-11-79.

2. The list of Public Sector Banks already selected for this purpose in consultation with the Department of Economic Affairs (Banking Division) and Reserve Bank of India for the payment of pensions to Goa State Government Pensioners is given in Annexure I.

2.A. *Definitions.* — For the purpose of this Scheme unless the context otherwise requires:

- 1) Director of Accounts means the Director of Accounts to the Government of Goa.
- 1A) Deputy Director of Accounts/PA-I Section means, Deputy Director of Accounts/PA-I Section, or any other Officer authorised by the Director of Accounts to perform any or all the functions of the Scheme in the Directorate.
- 2) Public Sector Bank/Banks means the Bank/Banks listed in Annexure I.
- 3) Link Branch means the branch of the Public Sector Bank conducting the business of the Bank at Panaji, which could also be the Paying Branch.
- 4) Paying Branch means, the branch of the Bank making the payments of the pension.

3. EXTENT OF APPLICATION:

Para 3.1:

3.1 Unless otherwise specified or stated, all Civil Pensioners of Government of Goa, retiring from Civil Departments, including the following categories of pensioners are covered by the Scheme:

- a) Ex-Gratia Pensioners.
- b) Pensioners of Government aided schools.
- c) Pensioners of Goa University and its affiliated colleges.
- d) Pensioners of Goa Board of Secondary and Higher Secondary Education.
- e) Payment of ex-gratia pension to families of deceased CPF beneficiaries introduced by Government with effect from 1-1-1986.
- f) Pensioners of Comunidades.

4. MODE OF CREDITING PENSION:

4.1. Payment of pensions (including family pension) will be automatic and no bill will be required to be submitted. The amount of monthly pension, including relief on pension sanctioned by Government from time to time, will be credited by the Paying Branch selected by the pensioner, to his or her individual savings/current account already opened or to be opened with that branch.

4.2. Payment of pension in cash or through a 'joint' account with or without 'either or survivor' facility is not permitted in the Scheme.

4.3. The account cannot also be allowed to be operated by a holder of power of attorney. However, the facility of allowing cheque books and acceptance of standing instructions for transfer of funds from the account is admissible as per instructions of Reserve Bank of India contained in Annexure XIII.

5. DEATH/RETIREMENT GRATUITY:

5.1. Unless otherwise specified, payment of Death/Retirement gratuity is not covered under the Scheme.

6. AUTHORITIES COMPETENT TO ISSUE PENSION PAYMENT ORDERS:

6.1. The entire work regarding transfer of PPOs to the Link Branches is centralised in PA-I Section of Directorate of Accounts, Panaji. The PPOs of all the categories of pensioners as indicated in para 3.1. will be issued by Deputy Director of Accounts, PA-I Section, Directorate of Accounts, Panaji.

6.2. The Deputy Director of Accounts/PA-I Section, while issuing the PPO, will indicate in the PPO, the particular Branch of the Public Sector Bank from which the pensioner has opted to draw pension.

7. ACCOUNT AUTHORITY THROUGH WHOM PPOs HAVE TO BE TRANSMITTED TO THE LINK BRANCHES, ETC.,

7.1. The Deputy Director of Accounts, PA-I Section, would be responsible for countersigning and forwarding PPOs to the concerned Link Branches in the STATE under Special Seal Authority. The provision of this para is equally applicable to amendment letters required to be issued consequent on revision of pensions.

7.2. An impression of Special Seal together with specimen signatures of Deputy Director of Accounts/PA-I Section authorised to forward pension papers to Link Branches, countersigned by the Manager, State Bank of India, Panaji, will be forwarded first time to Link Branches of the Public Sector Bank by the PA-I Section of Directorate of Accounts, Panaji. In the event of a change in the incumbency of the Deputy Director of Accounts/PA-I Section, the specimen signature of the new officer will be sent to the Link Branch duly attested by the relieved officer/Director of Accounts, Panaji. The Link Branch will keep the specimen signature of the Deputy Director of Accounts/PA-I Section and the impression of special seal so received on their records.

7.3. Subject to the submission of pension cases by the Departments concerned to Directorate of

Accounts, in time, the time schedule to be followed by the various authorities will be as under:

Name of Authority	Time Schedule
1) Deputy Director of Accounts/PA-I Section, Directorate of Accounts, Panaji-Goa.	Despatch of PPO by Deputy Director of Accounts/PA-I Section to Link Branch of Public Sector Bank by 20th of the month of retirement.
2) Link Branch	Despatch of PPO by Link Branch to Paying Branch by 23rd of the month of retirement.
3) Paying Branch	Paying Branch will complete all formalities and ensure that the pension has been credited to the pensioners account on due date.

8. RECORD OF TRANSFER OF PENSION PAYMENT ORDERS:

8.1. The PA-I Section of Directorate of Accounts, Panaji, will maintain a record of all PPOs transferred by them to the Public Sector Bank in the form as given in Annexure XI to this Scheme. The duplicates of pensioners option applications will be retained by Directorate of Accounts.

8.2. Each Link Branch will maintain a register in the form prescribed in Annexure II to serve as a consolidated record of the PPOs received by it from Directorate of Accounts, Panaji, for arranging payments there-against at its specified payment branches.

8.3. The genuineness of PPOs issued will be verified by the Link Branches of the Banks by comparing the specimen signatures and facsimile of special seal received by them separately (to be obtained, if not already on record), with those affixed on the letters from the Directorate of Accounts, Panaji, forwarding the PPOs.

8.4. The PPOs will invariably be despatched under a registered cover with acknowledgement due, the receipt of which will be watched through the Register of PPOs issued or otherwise. If a PPO is to be delivered at the same station, its delivery may be arranged through a special messenger and proper acknowledgement obtained therefor.

9. PROCEDURE FOR SWITCH-OVER FOR PAYMENT TO PUBLIC SECTOR BANKS:

9.1. The applications for switch-over to Public Sector Banks by the existing pensioners will be made in the form as given in Annexure III in duplicate to the Pension Disbursing Authority.

9.2. The pensioners should first draw pension which has already fallen due, before applying for transfer of their pension papers to the Public Sector Bank.

9.3. Transfer applications in duplicate shall be forwarded immediately by the Pension Disbursing Authority alongwith the copies of the disbursers halves (duly authenticated and written upto date)

of the related PPOs to the Directorate of Accounts, Panaji, for transmission to the Link Branches of the Public Sector Banks for arranging payments after keeping necessary note in their records. Action will also be taken by Pension Disbursing Authority to update the entries of payment made in the pensioner's portion of the PPOs, if not already done before the transfer applications are sent to the Directorate of Accounts, Panaji.

Note: When a PPO (disburser's portion) has got torn or mutilated, it will be renewed by Directorate of Accounts, Panaji, before sending it to the Link Branch.

10. TRANSFER OF PPOs BY LINK BRANCH TO PAYING BRANCH OF PUBLIC SECTOR BANK:

10.1. The documents received from the Directorate of Accounts, Panaji, viz. the disburser's half/both the halves of the PPO and the original transfer application of the pensioner will be forwarded by the Link Branch to the particular branch specified by the pensioner, here-in-after referred to as Paying Branch, within three days of receipt after keeping a record in the manner specified in para 8.2. supra, under intimation to the pensioners.

11. INFORMATION TO PENSIONERS:

11.1 The Directorate of Accounts, Panaji, and Link Branches will ensure that the pensioner is kept informed of the issue of PPO and about its subsequent movements at all stages.

12. DUTIES AND FUNCTIONS OF THE PAYING BRANCH BEFORE STARTING PAYMENTS:

12.1. On receipt of documents from the Link Branch, as indicated above, the Payment Branch shall immediately address the pensioner through a letter in the form of Annexure IV, advising him/her to appear at the branch alongwith the documents mentioned therein for the purpose of identification.

12.2. In the case of a physically handicapped pensioner who is unable to present himself/herself at the Paying Branch, the requirement of personal appearance shall be waived. Instead, thereof, the officer-in-charge/Bank Manager or the designated officer may visit the pensioner's residence/hospital for the purpose of identification and obtaining specimen signatures, etc. as required in paras 12.3 and 12.4 *ibid*. For this purpose, the pensioner shall submit to the Paying Branch of the Public Sector Bank, a certificate from a registered medical practitioner, about his/her being physically handicapped.

12.3. Before commencing payment, the Paying Branch shall obtain in the case of a new pensioner, specimen signatures or the thumb impression, as the case may be, in the space provided for the purpose in the disburser's portion of the PPO and hand over the pensioner's portion of the PPO to him/her after proper identification in accordance with para 12.4 *infra*. The Paying Branch shall also obtain an undertaking in the form in Annexure XII from the pensioner that excess payment, if any, credited to his/her account, due to delay in receipt of any material information, or to any bonafide error, can be recovered by the Bank.

12.4. On the first appearance of a pensioner at the Paying Branch, the Officer-in-charge/Branch Manager or the designated Officer of the Bank will satisfy himself about the identity of a pensioner by ensuring that:

- i) the pensioner has produced his/her personal copy of the intimation received directly from the authority issuing the PPO or any other documentary proof establishing his/her identity as pensioner;
- ii) the personal identification marks, if any, on the face or/and hand of the pensioner given in the disburser's portion of the PPO have been checked;
- iii) the pensioner bears a close resemblance with his/her photograph as affixed on the disburser's portion of his/her PPO;

Note: However, as persons who are in receipt of family pension granted under the Central Civil Services (Extraordinary Pension) Rules or rule 55 of the Central Civil Service (Pension) Rules, 1972 or persons holding Government title or any other persons specially exempted for the purpose, are not required to produce a photograph for being pasted on their PPOs, this requirement is to be treated as exempted in their case.

- iv) the pensioner's specimen signatures or thumb and fingers/great toe impressions, as the case may be, to be obtained by him in the space provided for the purpose in the disburser's portion of his/her PPO, agree with his/her attested signatures or thumb and fingers/great toe impressions received with the PPO; and
- v) in cases where it is not possible to comply with the requirements at (iv) above due to the pensioner being handicapped, his/her identity be verified with reference to (i) to (iii) above.

12.5. In cases of temporary inability to appear in person in consequence of the pensioner's bodily illness or infirmity, verification may be carried out as above, as soon as the pensioner recovers from illness.

12.6. In a rare case where the photograph is not affixed or missing from the disburser's portion, the Paying Branch will, in due course, obtain a new photograph (which can be attested by any officer of the Reserve Bank or a Public Sector Bank) of the pensioner who has to be properly identified for the purpose and complete the disburser's portion.

12.7 The personal identification of the pensioner as prescribed in the preceding paragraphs, will be only for the first payment of pension at the Paying Branch.

12.8. The Disburser's portion of the PPO's along-with related documents shall be first placed in separate individual files and then placed in serial order in a separate folder for each category of pensioners as indicated in para 3.1 supra. The folders shall be kept in personal custody of the authorised Officer of the Paying Branch, in a manner that pensioners do not have access thereto.

12.9. No bill will be required to be submitted by the pensioner for drawing pension at the Paying Branch. The pension will be paid by the Paying Branch, after deduction of tax, vide paragraph 12.11 infra, by credit to the savings bank/current account of the pensioner with the Paying Branch. Pension will not be paid in cash or through a 'Joint' account with or without 'Either or Survivor' facility.

12.10. The Paying Branch will credit the net amount of pension payable to the pensioner in his account on the last working day of the month to which the pension relates except the pension for the month of March, which shall be credited on or after the first working day of April. If, in exceptional cases, the pensions could not be credited on the last working day, it must be ensured that it is credited as soon thereafter, as possible and in any case not later than the 7th of the month following the month for which pension is due. Where the State Government advances the due date of payment in a particular month by a specific order, the Paying Branch will credit the amount of pension payable to the pensioner in his account, on the due date notified. The State Government will endorse a copy of such an order to all Public Sector Banks covered by the scheme. Such orders will cover only pensioners as indicated in para 3.1 supra.

Note: — The term 'working day' shall be deemed to be a day on which the concerned Paying Branch is open for transacting its ordinary business with the public.

12.11. The paying branch will be responsible for deduction of income tax at source from pension payment in accordance with the rate prescribed from time to time. While deducting such tax from pension payment, the paying branch will also allow deduction on account of reliefs available under Income Tax Act from time to time on production of proper and acceptable evidence of eligible savings by pensioners. The paying branch will issue to the pensioner in April each year a certificate of tax deducted in the form prescribed in the Income Tax Rules. The paying branch will also issue certificate of Income from Pension to the pensioner in the form as above with necessary modification even in cases where no income tax is deducted at source, if the pensioner applies for such a certificate in writing.

12.12. The Paying Branch will maintain a detailed record of pension payments made by it from time to time in the form prescribed in Annexure V. Every payment will also be regularly entered on the disburser's portion of the PPO and authenticated by the authorised officer of the Paying Branch.

12.13. Separate payment scrolls will be prepared by the Paying Branch for pensions paid under each minor head as indicated in PPO, in triplicate in the form prescribed in Annexure V. If however, the Paying and Link Branch are one and the same, only two copies of the scrolls need be prepared.

12.14. In case there is any change in pension payments in any particular month as compared to the pension payment of preceding month, for any reason, the Paying Branch will make a notation

'Change' (preferably in red ink) alongwith suitable reasons in the Remarks Column of the payment scroll for that month against the affected entry. If in any particular case, pension payment has been stopped entirely for reasons of death of a pensioner or non-submission of any certificate, or transfer of pension account to any other pension paying point, etc. the relevant particulars of the PPO as appearing in the previous scroll are to be included in the scrolls of the month in which change has taken place. However, the amount column therein may be left blank with a notation 'Change' giving suitable reasons against the affected entry. Further a certificate of having made the remark of 'Change' on the scrolls may also be appended at the end of the scroll itself.

Note: The reasons for change may be recorded in the remarks column thus: —

P. P. O. Rs. from (dated).

Commutation of Rs. restored from (date).

Employed/Re-employed from (date).

Employment/Re-employment ceased from (date).

12.15. The Paying Branch will send advice of pension payments alongwith pension payment scrolls, to its Link Branch by the 5th of each month, with a certificate of payment recorded on the advice. One copy of each of the scroll will be retained by the Paying Branch for its own record, and the remaining copies of the scrolls alongwith the certificates (wherever called for) to be submitted by the pensioner under paragraph 15 infra will be sent alongwith pension payment advice to the Link Branch.

12.16. Whenever there is change in the basic rates of pension and/or dearness relief on pension, the Paying Branch shall call back the pensioner's half of the PPO and record thereon the changes, indicating, inter-alia, the date(s) from which the changes are effective under proper attestation. After this is done, those halves will be returned to the pensioners. Please also see para 17.1 infra for revision/note in disburser's portion of PPO.

13. FUNCTIONS OF THE LINK BRANCH FOR OBTAINING REIMBURSEMENT OF PAYMENTS MADE:

13.1. On receipt of payment advices and two copies of the scrolls supported by the necessary documents from all the Paying Branches in the district, the Link Branch will send by the 7th of each month, one copy of the scroll supported by necessary documents, alongwith a summary sheet, to the State Bank of India, Panaji. The duplicate copy of the scrolls and the payment advices received from the Paying Branches will be retained by the Link Branch.

14. REIMBURSEMENT TO PUBLIC SECTOR BANKS AND SUBSEQUENT ACTION:

14.1. On receipt of the scrolls, etc. from the Public Sector Bank Link Branch, the State Bank of India, Panaji, shall check the scroll, to ensure that

it is complete in all respects and is accompanied by the relevant certificates in respect of each payment included therein. Thereafter, the net amount of Pensions disbursed by the Public Sector Bank will be reimbursed to the Public Sector Bank by debit to the Goa Government account. A copy of the debit advice together with the copy of the scroll and other supporting documents received from the Link Branch will be sent by the State Bank of India, Panaji, to the Treasury Officer, Panaji, by 15th of the month. All Paying Branches will allocate a running number to the monthly scroll during the financial year.

14.2. The paying/reimbursing Banks shall ensure that no excess reimbursement is claimed/made. However, if excess reimbursement is made to the Paying Bank, due to any reason and the amount involved is less than Rs. 1000/- the same may be adjusted through the pension payment scroll of the succeeding month, by the Paying Branch putting in a short claim to the extent of the excess amount involved, with suitable remarks therefor. Where, however, the amount excess reimbursed is Rs. 1000/- or more, the reimbursing Bank may prepare immediately an error scroll for the amount for crediting the excess to Government account, and recovering the same from the Bank to which excess reimbursement had been made.

Note: In respect of payments of commuted value of pension, and arrears of pension exceeding Rs. 5000/- each, the Paying Branch may submit special scrolls relating to such payments and obtain reimbursements through the prescribed channel as and when these payments take place. These scrolls etc. will, however, be forwarded by the reimbursing Banks to the Treasury Officer, Panaji, alongwith the regular pension payment scrolls in a month.

14.3. The Treasury Officer will check the correctness of the totals and thereafter incorporate the transactions in his accounts to be submitted to the Director of Accounts, Panaji.

14.4. The Treasury Officer will be responsible for accounting of gross pensions and deductions towards income-tax and others while rendering the Treasury accounts to the Director of Accounts.

14.5. On receipt of the Treasury accounts, the Director of Accounts will adjust the transactions in the usual manner.

15. CERTIFICATES TO BE FURNISHED BY THE PENSIONERS:

15.1. *Life Certificate:* In November each year, the pensioner would be required to present himself before the authorised Officer of the Paying Branch or furnish a life certificate in the form prescribed in Annexure VI(1) from any Officer or the Reserve Bank of India and/or of the Public Sector Banks listed in Annexure I.

15.2. In case a pensioner is unable to present himself in person or to obtain a life certificate from an authorised Public Sector Bank Officer on account of serious illness/incapacitation etc., an intimation to this effect supported by a medical certificate from a registered medical practitioner about his

inability to appear in person may be sent by him/her to the officer-in-charge of the Paying Branch so that the latter may nominate an officer to visit the pensioner at his/her residence/hospital for the purpose of recording the life certificate.

15.3. Non-employment/Re-employment / Employment Certificate. — The pensioner would be required to furnish certificate of non-employment/re-employment/employment in a Department/Office of Central or State or Union Territory Government or a Corporation/Company/Undertaking or Autonomous Body or a registered Society of Central or State Government or Union Territory or in a Nationalised Bank, including Reserve Bank of India and State Bank of India or in a Local Fund, yearly, i.e. in the month of November each year in the form prescribed in Annexure VI-II(i). In case a pensioner declares that he/she is re-employed/employed the payment of relief should be regulated in accordance with the provisions of para 17.2 infra.

15.4. Retired State Government Group 'A' Officers are required to furnish a declaration in May and November, each year, in the forms prescribed in Annexure VI (II) (ii) & (iii) regarding acceptance/non-acceptance of Commercial employment within two years from the date of their retirement and also about acceptance/non-acceptance of employment under any Government outside India/ an international Organisation of which Government of India is not a member.

15.5. If commercial employment has been accepted within two years from the date of retirement without obtaining Government's approval, or any of the conditions attached thereto by the Government while according approval has been violated at any time within two years from the date of retirement, or if employment under any Government outside India or under any International Organisation of which Government of India is not a member has been accepted, the Paying Branch, on the basis of declaration furnished by the pensioner, will seek the orders of the Government through the Directorate of Accounts, Panaji, before making further pension payments.

15.6. The pension including element of dearness relief for November and onward may not be credited by the bank in case the pensioner fails to submit requisite certificates except non-employment or employment/re-employment certificate on due date.

In case, however, the pensioner fails to submit the non-employment or an employment/re-employment certificate on due date, only the element of dearness relief for November and onward may not be credited by the bank. Pension will continue to be credited.

16. PROCEDURE FOR TRANSFER OF PENSION PAYMENT FROM ONE BRANCH/BANK TO ANOTHER:

16.1. Applications for transfer of pensions may fall under any of the following categories:

- i) transfer from one Paying Branch to another of the same Public Sector Bank at the same station or at a different station.

- ii) transfer from one Public Sector Bank to another at the same station (such transfers to be allowed only once in a financial year); and

- iii) transfer from one Public Sector Bank to another Public Sector Bank at a different station.

16.2. Request falling under category (i) above, may be entertained by the Public Sector Bank itself, only with prior approval of Directorate of Accounts, Panaji. For this purpose, the Paying Branch through Link Branch will send to the Directorate of Accounts, Panaji, immediately, a proforma in duplicate, duly filled in as indicated in Annexure XIV on receipt of request for transfer from the pensioner. The Directorate of Accounts, Panaji, will return one copy approving the transfer through Link Branch and the Paying Branch on receipt thereof will indicate on the disburser's portion of the P.P.O., the month upto which the payment has been made, and will, thereafter return the disburser's portion of the P.P.O. to the Link Branch. The Link Branch will thereafter take necessary action for transfer of P.P.O. to the Paying Branch concerned for arranging payment. Necessary intimation of effecting the transfer will be sent to Directorate of Accounts, Panaji, for keeping a note of change in their records, under intimation to the pensioner as stipulated in paragraph 10.1 supra.

16.3. In cases falling under categories (ii) and (iii) above, the pensioner shall be asked to return his own portion of the PPO to the Paying Branch, which will then return, through its Link Branch, both the portions of the PPO to Directorate of Accounts, Panaji, indicating the month upto which pension payment has already been made. The Directorate of Accounts, Panaji, will transmit the documents to the concerned Link Branch in the manner indicated in para 7.1 supra.

16.4. To avoid the risk of overpayment at the time of transfer, the following certificate may be recorded on the PPO by the Paying Branch of the Public Sector Bank:

"Certified that payment of pension has been made upto the month of and that this PPO consists of continuation sheets for recording disbursement".

16.5. Except as provided above, the transfer of a pension from one payment point to another will not, ordinarily, be permitted.

PAYMENT OF PENSION TO N.R.I. PENSIONERS

16A. (i) The authorised Bank may credit the pension amount of a non-resident to a non-resident (Ordinary) Account opened/maintained as per provision of the Exchange Control. The amount of pension of a pensioner who has become non-resident may be credited to the said account after ensuring the personal identification and other requirements as stipulated under the Scheme. (Para 12).

(ii) In case of the existing accounts, the pensioner should intimate the fact that he has become non-resident Indian to the pension paying branch in India and on receipt of the same, the paying branch

in India should convert the account of the pensioner to Non-resident Ordinary (NRO) Account.

(iii) The pensioner has to furnish the life certificate issued by an authorised official of the Embassy/High Commission of India or Consul of Indian Consulates or a Notary Public or an Officer of an Indian Public Sector Bank attached to its branch in the country where the pensioner is residing, once in a year in November.

(iv) The pensioner has to furnish other certificates viz. non-employment/re-employment certificate, Non-marriage/Non-re-marriage certificate as prescribed in the pension scheme.

(v) The paying branches will credit the amount of pension due every month to the Non-Resident Ordinary Account of the pensioner.

(vi) Withdrawals from the Non-Resident Ordinary Accounts will be governed by the instructions contained in the Exchange Control Manual and the paying branch should allow the withdrawals accordingly.

(vii) Pension credited to the pensioner's Non-Resident Ordinary Account *will not be allowed to be repatriated abroad.*

(viii) The paying branch should return PPOs of such Non-Resident Indian pensioners who are drawing pension from them and are unable to furnish the prescribed life certificate to the pension sanctioning authority for arranging future payments to them.

(ix) The change in the citizenship by any Non-Resident Indian pensioner will not affect his entitlement to the pension.

17. PAYMENT OF RELIEF TO PENSIONERS:

17.1. Whenever any additional relief on pensions is sanctioned by Government, an intimation to this effect will be sent by Directorate of Accounts, Panaji, to the authorised representative (by name) of each nominated Public Sector Bank at the address given by the latter. Thereafter it shall be the responsibility of the Banks to collect through their representatives, the required number of copies (to be intimated in advance) of the sanction orders (alongwith the ready-reckoner relating thereto) from Directorate of Accounts, Panaji, and send them immediately to their respective Paying Branch within ten days, for implementation. Each Paying Branch will promptly determine the revised rates of relief on pensions payable to the Pensioners under its payment control. The calculations of these rates applicable to individual pensioners would be made as in Annexure VII, and they will be noted in disburser's portion of the PPOs alongwith the date(s) from which relief would take effect, under attestation by the authorised officer of the Paying Bank before commencing payment of relief at the revised rates and/or payment of arrears, if any, due to the pensioners on this Account. Please also see para 12.16 supra for note in pensioner's half of PPO.

17.2. In the case of pensioners (including family pensioners) who are re-employed in a Department/Office of Central or State Government or a Union Territory or in a Company/Corporation/Under-

taking or Autonomous Body or Registered Society of Central or State Government or Union Territory or in a Nationalised Bank including Reserve Bank of India and State Bank of India or in a Local Fund, payment of relief will remain suspended during the period of re-employment/employment. After the spell of re-employment/employment ceases, the payment of relief will be resumed by the Bank. See also para 15.3 supra. (Certificate of non-employment/re-employment/employment).

17.3. Each Link Branch will be responsible for ensuring that:

- a) copies of the orders sanctioning additional relief have actually been received by their Paying Branches
- b) payment of additional relief of the revised rates to the pensioners has been commenced by them without any undue delay.

18. COMMUTATION OF PENSION

18.1. If the amount of pension is partly commuted in any case, the lumpsum payment thus becoming due would be made on receipt of an authorisation from the Deputy Director of Accounts/PA-I Section, Directorate of Accounts, Panaji, either on the PPO itself or through a separate authority letter. The payment authority will be communicated to the concerned Paying Branch through Link Branch in the usual manner, as indicated in the relevant paragraphs of the scheme. The Paying Branch on its receipt, will arrange immediate payment of the amount payable by crediting the same to the account opened by the pensioner for payment of pension, under intimation to the pensioner.

18.2. While making payment, the Paying Branch will:

- i) enter the date of commutation i.e., the date on which the amount of commuted value of pension has actually been credited to the pensioner's account, the reduced amount of pension, and the date from which the reduced pension is payable i.e. the date on which the lumpsum amount has actually been credited to the pensioner's account, in the disburser's portion of the PPO (as well as in the pensioner's portion of the PPO at the earliest opportunity) under its attestation. In cases where separate authority letter has been received, the number and date of that letter will also be noted as authority for the payment;
- ii) intimate Directorate of Accounts, Panaji, (through the Link Branch), the date on which the payment of commuted portion of pension is credited to the pensioner's account and the date from which the payment of reduced pension has commenced i.e. the date on which lumpsum amount of commutation has actually been credited to the pensioner's account. The Link Branch will also make appropriate entries in its record i.e. Index Register, etc. on the basis of such intimation.

18.3. For the purpose of obtaining reimbursement etc., the payment made will be included in the relevant payment scroll and the relevant entry will be authenticated quoting in the 'Remarks' column of the scroll, the number and date of the payment authority. Please also see para 14.2 supra for adjustment of excess reimbursements.

REVISION OF PENSION

19.1 In cases where the amount of pension payable is revised for any reason other than revision of family pension and basic pension in accordance with standing instructions in the Pension Payment Orders, payments at the revised rates, including arrears, if any, may be arranged in the following manner:

- a) On receipt of an amendment letter from Deputy Director of Accounts/PA-I Section, Directorate of Accounts, Panaji, indicating (i) the revised rates of pension and relief due thereon and (ii) the date(s) from which the revised rate is effective, the Link Branch of the concerned Public Sector Bank will transmit the letter urgently to the concerned Paying Branch under advice to the pensioner after subjecting the amendment letter to the requisite verification and after making necessary correction in the Index Register of Pension Payments (Annexure II) maintained by the Link Branch. The Paying Branch will, on receipt of the amendment letter, carry out the requisite corrections on both the halves of the affected PPO, under attestation by the Branch Manager or In-charge, quoting thereon as authority the letter received from Directorate of Accounts, Panaji. The pensioner's half of the PPO will be obtained by the Paying Branch from the pensioner for making these corrections. Please also see para 12.16 supra for note in pensioner's half of PPO. Simultaneously, a note to the effect that necessary corrections have been made in both the halves of the PPO will also be made on the amendment letter.
- b) Before making payment, the Paying Branch will draw up a 'due and drawn' statement of pension and relief due thereon, in form as in Annexure VIII. Further action to pay the pension and the dearness relief at the revised rates based on the amended PPO, from the date the revision takes effect, alongwith arrears, if any, will then be taken by the Paying Branch.
- c) The additional amount of Death/Retirement Gratuity, if any, payable due to revision of pensionary benefits (if not directly paid by the Treasury Officer) might also be authorised likewise for payment by the Paying Branch through the amendment letter. The amount of overpaid relief, if any, shall be adjusted to the extent possible from the additional amount of Death/Retirement Gratuity. The balance of overpayment, if any, would be recovered from the future payment of the reduced amount of relief due to the revised pension. If however, after adjusting all overpaid

amounts from the additional Death/Retirement Gratuity payable there is still any balance of Death/Retirement Gratuity at credit of the pensioners it shall be paid to the pensioner and note of this payment kept in Col. 5 of the Register of Payment of Pensions (Annexure V). As gratuity payments are debitable to a separate head of account, they are required to be shown in a separate bank scroll as in the form prescribed in Annexure V(a).

- d) An account of the 'recoveries made on account of excess payment of graded relief (whether by adjusting it against the amount of additional gratuity, or from further payments of graded relief due on the revised pension) will be maintained in the 'Remarks' column of the Register of Payment of Pension (Annexure V).

20. ARREARS OF PENSION:

20.1 In cases other than those in which arrears of pension are due to the death of the pensioner, if the pension has not been credited by the Bank, to the account of a pensioner for any reason for a period exceeding one year, as for example, for want of a life certificate, details thereof and reasons for not crediting the pension, if known, shall be communicated to the PA- I Section, Directorate of Accounts, Panaji, through the Link Branch by means of a report sent half-yearly on 1st April and 1st October each year under Rule 371 of the Central Government Compilation of the Treasury Rules, (CTRs), Volume I.

20.2. The arrears on the above account shall be paid by the Paying Branch only on receipt of sanction of competent authority (as specified in rule 369 of CTRs), which will be obtained by the Directorate of Accounts, Panaji, on receipt of intimation through the Link Branch that the particular payment shown as outstanding in the half-yearly return(s) has been claimed by or on behalf of the concerned pensioner. For this purpose, the number and date of the letter with which the half-yearly report was sent shall be indicated by the Paying Branch. However, if the arrears do not exceed Rs. 10,000/- and do not involve the first payment of pension, and if they have arisen due to late submission of the prescribed certificate(s) by the pensioner, they may be paid by the Paying Branch after obtaining specific orders of the Manager/Officer-in-charge who would sanction the payment after personally satisfying himself that the amount payable is actually due, the certificate(s) furnished has/have been duly countersigned, and the claim has remained undrawn due to unavoidable reasons. Such payments will also be mentioned prominently in the payment scrolls, quoting particulars of the latest relevant half-yearly return through which non-drawal had been reported.

20.3. If, in such cases, pension has not been credited to the account of the pensioner for a period of 3 years, the disbursing portion of the PPO should also be returned to Directorate of Accounts, Panaji, through Link Branch, with suitable endorsement thereon, specifying the date upto which the pension was credited in the pensioner's account. Payment

of arrears in such cases will be made as also payment of current pension resumed by the Paying Branch only on receipt back of the PPO with a sanction of the competent authority through the PA-I Section, Directorate of Accounts, Panaji/Link Branch.

21. ARREARS OF PENSION ON THE DEATH OF PENSIONER AND MANNER OF DISPOSAL OF SUCH PPO:

21.1. Pension shall be drawn for the day of the pensioner's death irrespective of the time of death. On receipt of a death certificate in respect of a pensioner, the Paying Branch will work out the amount of arrears due to the deceased or over-payments, if any, made to him. It will take action immediately to recover the over-payments from the deceased's account in terms of the undertaking obtained by the Paying Branch from the pensioner at the time of commencement of pension as provided in para 12.3 supra. Payment of arrears will be made to the heir(s) of the deceased pensioner, if the deceased pensioner had not submitted any nomination under the procedure envisaged in Annexure XV. In case a valid nomination by the deceased pensioner exists, payment will be made to the nominee in accordance with the nomination. However, for payment of arrears to the heir(s) of the deceased pensioner, the Public Sector Bank after furnishing information regarding the date of pensioner's death, amount of arrears due in respect of the deceased pensioner and particulars of claimant(s) claiming payment, and the authority, if any, in which their claim is based, will seek instructions of the Directorate of Accounts, Panaji, who will in turn, obtain the requisite sanction of the Head of Office in this regard, wherever necessary.

21.2. For payment of arrears to the nominee, he/she will be asked to apply for the same to the Paying Branch alongwith the pensioner's half of the PPO and a receipt (duly stamped where necessary) for the amount, setting-forth the period of arrears. The Paying Branch, after verifying the fact that the payment is actually due to the deceased pensioner, and also the particulars of the nominee as given in the nomination, will make payment by a Bank Pay Order and make a suitable note on both the halves of the PPO. The receipt of the nominee will be enclosed by the Paying Branch with the relevant payment scroll while claiming reimbursement through Link Branch.

21.3. The Paying Branch will enter the date of death of the pensioner in the disburser's portion of the PPO as well as pensioner's portion and in the register in the form as in Annexure V. The pensioner's half of PPO will then be returned to the nominee if family pension stands also authorised through the same PPO, otherwise, it will be returned to the Link Branch alongwith the disburser's half, for onward transmission to the PA-I Section, Directorate of Accounts, Panaji, who has issued the PPO for keeping the necessary note and record.

Note: The provision of this rule will apply mutatis mutandis to cases where the family pension ceases to be payable either due to death of the family pensioner, his/her re-marriage/marriage or on the pensioner attaining the maximum age prescribed in the rules.

22. FAMILY PENSION:

22.1. Paras 6 to 8 above are mutatis mutandis applicable to authorisation of family pension in respect of Government servants dying while in service. Paras 9 to 17 and 19 to 21 above are mutatis mutandis applicable to authorisation/payment of family pension in all types of cases. The PPO indicates the entitlement in respect of family pension to the widow/husband in the event of death of the pensioner. The payment of family pension at the rate, and to the person, indicated in the PPO may be commenced by the Paying Branch on receipt of a death certificate and application for family pension in the prescribed form (Annexure IX), alongwith the pensioner's half of the PPO. Before, however, the payment is actually commenced, the identity of the spouse entitled to family pension shall be verified with reference to the joint photograph, if any, affixed to the PPO and other particulars given by the claimant against Sr. Nos. 9 and 10 of the Family Pension Application Form (Annexure IX).

22.2. In case the claimant is a child, payment may be commenced after a fresh payment authority is received from the Deputy Director of Accounts/PA-I Section, Directorate of Accounts, Panaji, through the usual channels, and identity of the beneficiary/guardian verified in the manner indicated in para 12.4.

22.3. Payment of family pension will be made by credit to savings/current account of the recipient (not a 'joint' or 'either or survivor' Account) which may be opened if the recipient doesn't already have one. Additionally, an undertaking, similar to the one referred in para 12.3 will be obtained by the Paying Branch from the recipient before payment of family pension is commenced.

22.4. The Paying Branch will also advise the Directorate of Accounts, Panaji, through the Link Branch, the date of pensioner's death and commencement of payment of family pension for keeping the necessary note in their records.

22.5. In case the report about the death of a pensioner is received by Paying Branch first, from a source other than the widow or widower of the deceased, the Manager shall after satisfying himself about the correctness of the report, write to the family members as in Annexure X at the address given in the PPO seeking compliance with the prescribed formalities, so that payment of family pension to the entitled person(s) is commenced early.

22.6. In certain cases governed by the provisions of sub-rule (3) of rule 54 of the Central Civil Services (Pension) Rules, 1972, family pension is payable at a higher rate upto a particular date and the normal rate thereafter, relevant columns of the PPO would indicate the rates and the date upto which the higher rate is payable. A prominent note of the date from which the payment of family pension at the normal (lower) rate is to commence, should be kept in red ink in the pension ledger account, of the family pensioner by the Bank so as to enforce the change in the rate from the specified date, and avoid overpayments.

NON RE-MARRIAGE/NON-MARRIAGE CERTIFICATE:

22.7. In the case of widow recipients of family pension, no certificate of non-re-marriage is required to be furnished by her. An undertaking will, however, be obtained from the widow at the time of commencement of pension to the effect, that in the event of her re-marriage, she will report the fact of re-marriage to the pension disbursing office promptly.

22.8. In the case of other recipients of family pension (a widower or an unmarried daughter), the Certificate of non-remarriage/non-marriage in the form prescribed in Annexure VI (III) is required to be furnished by the recipient, at six-monthly (i. e. in May and November) intervals.

22.9. In cases where the son or daughter of a Government servant is suffering from any disorder or disability of mind or is physically crippled or disabled so as to render him/her unable to earn a living even after attaining the age of twenty-five years is being continued to be paid family pension beyond the maximum age-limit referred to above, under proviso to rule 54(6) of the C.C.S. (Pension) Rules, 1972, the person receiving the family pension as guardian should produce every three years, (in the month of November) a certificate from a medical officer not below the rank of Civil Surgeon to the effect that the person continues to suffer from disorder or disability of mind or continues to physically crippled or disabled. In such cases, the guardian shall be required to furnish certificate every month that (i) he or she has not started earning his/her livelihood, (ii) in case of a girl, that she has not get married.

22.10. The provisions of para 22 with the exception of para 22.6 will apply mutatis mutandis to Ex-Gratia pensioners (Refer Order No. 12-1-88-Fin (R&C) II dated 27-5-88).

23. MISCELLANEOUS (APPLICABLE TO PPOs FOR PENSIONERS AS WELL AS FAMILY PENSIONERS).

23.1. If all the cages for entering monthly payments in the disburser's/pensioner's portion of the PPO get fully used up, the Paying Branch may add extra sheet(s) with similar columns for noting further payments. A suitable entry will be made by the Paying Branch on the PPO (disburser's/pensioner's portion) whenever a continuation sheet is added, specifying the number of cages on the sheet.

23.2. If both the halves of a PPO are reported to have been lost in transit due to floods, etc. before

commencement of payment of pension, the Paying Branch to which the matter is reported, will address Directorate of Accounts, Panaji, through the usual channel i. e. Link Branch, requesting for issue of a duplicate PPO in favour of the concerned pensioner in terms of the provisions of rule 332-A of CTRS. Before initiating action in this behalf, the Paying Branch, will, however, verify from the register of payment of pensions (Annexure V) that no payment has already been made to the pensioner and confirm this fact to the Directorate of Accounts, Panaji, while writing for a duplicate PPO. The Paying Branch will also take the following further action before commencing payment in such cases on receipt of duplicate PPOs:

- a) The fact that no payment is to be made against the Original PPO will be prominently mentioned in the 'Remarks' column of the Register of Payment of Pension (Annexure V) while noting therein the particulars of the duplicate PPO.
- b) A declaration from the pensioner to the effect that he has not already received any payment against the Original PPO; and also an undertaking from him to the effect that he will surrender to the Paying Branch the Original PPO, if traced out later, and will not claim any payment on its strength, will be obtained from the pensioner and kept on their record.
- c) It will ensure that no payment has been made to the pensioner on the basis of Original PPO during the period following the report made to the Directorate of Accounts, Panaji, as regards its reported loss.

23.3. In cases in which pensioner's portion of the PPO is lost, worn or torn and it is sought to be renewed, the Paying Branch will forward the request of the pensioner, alongwith both halves/disburser's half of the PPO, to the Directorate of Accounts, Panaji, through the Link Branch for renewal in terms of the provisions of rules 331-332 of CTRS. In order that payment of pension is not unnecessarily delayed in such cases in the absence of disburser's portion of the PPO, care may be taken to send the connected documents to the Directorate of Accounts, Panaji, immediately after payment for a month is made, so as to leave sufficient time with Directorate of Accounts, Panaji, to do the needful and return the documents by the time payment for the next month becomes due. The Directorate of Accounts, Panaji, will also be reminded by the Paying Branch in cases where the return of the documents is unduly delayed.

23.4. As soon as the Pension/Family pension is commenced to the Pensioner/Family pensioner as indicated in para 22.1 supra, the pension disbursing authority shall obtain a nomination in Form Annexure XVI, in triplicate, in terms of procedure prescribed in Annexure XV. The pension disbursing authority shall get the particulars of the pensioner, as mentioned in Annexure XVI verified with reference to available records and return to the pensioner after obtaining a receipt thereof, the duplicate copy of the nomination in Annexure XVI duly attested by him or an Officer authorised by him in this behalf. The triplicate copy shall be sent to the Department from where the pensioner/deceased pensioner had retired, while the original copy shall be kept on record by the Paying Branch.

EXTENSION OF THE SCHEME TO THE PENSIONERS OF OTHER STATE:

24.1. The Scope of the Scheme is extended to cover the pensioners, including recipients of family pension of other State Governments/Union Territory Administrations who draw their pension from Treasury Offices/Sub-Treasury Offices, situated in Goa, subject to the following conditions:

- i) That the scheme for payment of pension through Public Sector Banks is in force both in the parent State and the State in which the pension is to be drawn, and the Scheme in other States is extended to cover, pensioners of Goa Government drawing pension in that State.
- ii) That the facility will be provided through the same Public Sector Banks which have been shown in the Scheme of the State Government.
- iii) That the procedure for switch over from Treasury to the Bank for the purpose of payment of pension will be the same as has been prescribed in the Scheme introduced by the State Government making the payment.
- iv) That the payments, when made, will be distinctly shown by the Banks in the separate payment scrolls for each State Government to whom the payment is debit-able. The payment will, however, be initially taken against the cash balances of the State Government in which the Paying Branch of the Bank is situated.
- v) That the payment made on behalf of other State Governments and Union Territory Administrations will be consolidated by the Director of Accounts, Panaji, with reference to the payment scrolls received by him

through concerned District Treasuries. The Director of Accounts, Panaji, will also be responsible for obtaining reimbursement of the amount so paid from the concerned Accountant General.

25. POST PAYMENT CHECKS:

25.1. The Directorate of Accounts, Panaji, will be responsible for accountal of the pensions including Family Pensions/Ex-Gratia Pensions to the State Government Pensioners and their families and will also conduct post-check of payments. Any irregularities noticed during the course of the post-check will be communicated to the Paying Branch, who will be responsible for carrying out necessary rectifications as per guidelines issued by the Reserve Bank of India. In cases where the Banks find that instructions received through PPO/Amendment letters to PPO/ready-reckoner to D. A. relief are found to be vague or liable to different interpretations, the Link Branches/Paying Branches may seek the advice of PA-I Section, Directorate of Accounts, Panaji, through the quickest mode of communication so as to avoid inconvenience to the pensioners in crediting the amounts to their accounts promptly.

25.2. The Pensionary Payments, Accounts, Records and Registers maintained in the Branches of Public Sector Banks making pension payments and also in the Link Branches shall be open to audit by the Comptroller and Auditor General of India or any person appointed by him in this regard.

25.3. The Accounts, Records and Registers maintained in the Branches of Public Sector Banks, making pension payments shall be open to inspection by Director of Accounts, or his authorised representative.

25.4. The relevant provisions of the Central Treasury Rules as adopted by the Government of Goa shall be deemed to stand amended to the above extent. The earlier scheme shall stand repealed with the introduction of the revised scheme as far as pensioners of Goa State are concerned.

ANNEXURE I

(Refer para 2)

List of Public Sector Banks selected for the purpose of Payment

1. State Bank of India
2. Bank of India
3. Bank of Baroda
4. Central Bank of India
5. Canara Bank
6. Syndicate Bank

ANNEXURE II

(See para 8.2)

Index Register for Pension Payment Authorised through Branches of the Public Sector Banks

Name of the Pensioner	Date of retirement	Department from which retired (Code No.)	Number of the Pension Payment Order (PPO) & name of authority issuing PPO (Code No.)	Monthly amount of pension (basic pension and relief to be shown separately)	Branch at which the payment is to be made	Date from which pension payment will commence	Remarks
1	2	3	4	5	6	7	8

Note: — Each entry should be attested by the nominating Officer of the link Branch of the Public Sector (Additional entries may be provided under the Reserve Bank's instructions).

ANNEXURE III

(See Para 9.1)

Application for Drawal of Pension through Public Sector Bank

(To be submitted in duplicate)

To

The Pension Disbursing Officer (Exact designation of the Officer to be indicated)
(Place)

Sir,

I opt to draw my pension through Public Sector Bank and give below necessary particulars to enable you to make arrangements in this regard:

1. PARTICULARS OF PENSIONER

- (a) Name
- (b) P. P. O. No.
- (c) Present Address

2. PARTICULARS OF THE AUTHORISED PSB

- (a) Name
- (b) Branch where payment desired

- 3. *Pensioner's S. B./Current Account No. at the Branch to which pension is to be credited.

Yours faithfully,

(Pensioner)

Place:

Date:

*(Not 'joint' or 'either or survivor' account)

Pensioner's Specimen

Signature

FOR USE IN THE OFFICE OF THE PENSION DISBURSING AUTHORITY

Forwarded to the Directorate of Accounts Panaji for transmission to Link Branch of PSB ... (Name of Linker)
The Disburser's half of PPO of Shri/Smt./Kum.... bearing No.... is (are) sent herewith.

The pensioner has been paid pension @ Rs. ... p. m. and Dearness Relief thereon @ Rs. ... p. m. upto the month of
Pension due from the month of ... is to be arranged by the Bank.

Station:

Date:

(Pension Disbursing Authority)
(With Name & Seal)

ANNEXURE IV

(See para 12.1)

... (Bank)

... (Name of branch)

... (Station)

No. ...

Date ...

To

Shri/Smt.

Subject: Payment of pension through Public Sector Banks.
Sir/Madam,

Your pension papers including pensioner's half of P.P.O. have been received in this branch. You are requested to call urgently at this branch for personal identification and bring with you the following documents on any working day between ... to

- i) Personal copy of the letter issued by the Deputy Director of Accounts/PA-I Section, Directorate of Accounts, Panaji, forwarding your P.P.O. to the Link Branch.
- ii) Non-employment certificate in Form as in Annexure VI(II), certificates in forms (ii) & (iii) of this Annexure are applicable only to retired Central Service Group 'A' Officers and All India Service Officers.
- iii) In the case of deceased Government Servant, certificate of non-re-marriage of widow/widower or of non-marriage by daughters who have not attained the age of 25 years in the form as in Annexure VI(III).
- iv) Undertaking for refund of excess amount (if any) overpaid (in form as in Annexure XII).
- v)
- vi)
- vii)

1. Your photo has not been received alongwith P.P.O. You are requested to bring with you a joint passport size photo of yourself and your spouse.

3. You are also required to open a saving/current account in your name (not 'Joint' or 'either or survivor' account) with this branch unless you are already having one. For this purpose, the requisite forms for opening a new account are also enclosed.

Yours faithfully,

(Manager/Branch-in-charge)

* Strike out if not applicable.

*Also includes Accounts Officer of Union Territory Administration/Government whose accounts have been separated.

ANNEXURE - V

(See para 12.12)

Major Head of Account Charged/Voted
Minor Head of Account Charged/Voted
Name of Link Branch Code No.
Name of Paying Branch Code No.
D. A. Relief Sanction with effect from included

REGISTER OF PAYMENT OF PENSION

Name of the pensioner	No. of the Pension Payment Order (PPO)	Name of the Authority issuing the pension PPO	Period for which the pension is paid	Amount of the pension (Basic pension and relief to be shown separately)			Recovery of over-payment, if any sorbed Employees and Montepio Contributions	Other deductions such as, indemnity pension, contribution in respect of Ab-sorbed Employees and Montepio Contributions	Income Tax deduction	Net Amount paid	Allocation of pension as indicated in the PPO	Remarks
				Basic (a)	Personal pension (b)	Relief (c)						
1	2	3	4	5	6A	6	7	8	9	10		

1.
2.
3.

Note: Each entry should be attested by the nominated officer of the branch at which payment is made.

ANNEXURE - V.A.

[See para 19(c)]

(To be submitted whenever additional gratuity is authorised)

Major Head of Account
 Minor Head of Account (Charged/Voted)
 Name of Link Branch (Code No.)
 Name of Paying Branch (Code No.)

Name of the pensioner:	No. of PPO:	Name of authority issuing PPO:	Amount of additional DCRG as per due and drawn statement:	Amount of overpaid graded relief recovered:	Balance, if any, paid:	Amount recoverable from future payments of graded relief:
1	2	3	4	5	6	7

Note: The particulars in this statement shall include all cases wherein pension is revised even when column 6 is NIL.

Branch Manager/In-charge

ANNEXURE - VI

(See paras 15.1.15.2 and 22.7)

CERTIFICATES TO BE SUBMITTED BY PENSIONER

I. LIFE CERTIFICATE

Certified that I have seen the pensioner
(Name of pensioner)

holder of Pension Payment Order No. and that
he is alive on this date.

Name

Place:

Designation of authorised Officer

Date:

Seal

II. NON-EMPLOYMENT/RE-EMPLOYMENT CERTIFICATE

(i) I declare that I have not been serving in any capacity either in a Government department/office, Company, Corporation, autonomous body or Society of Central or State Government or Union Territory or a Nationalised Bank including Reserve Bank of India or State Bank of India or a Local Fund during the year ended November, 19.....

(ii) I declare that I have been employed/re-employed in the office which is a part of financed by Government and was in receipt of the following monthly rates of emoluments during the year ended November, 19 or during the month of falling within the said year;

(a) Pay

Special Pay

Allowances

(including D.A., A.D.A. etc.)

OR

(b) Honorarium

Further, that the orders of my re-employment do/do not stipulate my pension being held in abeyance during the re-employment period.

*ii) I declare that I have not accepted any commercial employment in India,

OR

I declare that I have accepted commercial employment in India, after obtaining previous sanction of the Central/State Government and name of the conditions, if any, attached thereto by Government has been violated,

OR

I declare that I have accepted Commercial Employment in India without obtaining the sanction of Central Govt./State Govt.

Note—This declaration is required to be given for a period of two years from the date of retirement.

(iii) I declare that I have not accepted any employment under a Government outside India/an International Organisation of which the Government of India is not a member,

OR

I declare that I have accepted employment under a Govt. outside India/an International Organisation of which Government of India is not a member after obtaining the previous sanction of the Central Government and none of the conditions attached thereto by the Government has been deviated from,

OR

I declare that I have accepted employment under a Govt. outside India, an International Organisation of which Govt. of India is not a member, without obtaining the previous sanction of the Central Govt.

Signature

Place:

Name of the Pensioner

Date:

P. P. O. No.

* Certificates at (ii) and (iii) are to be furnished only by retired Group 'A' Officers.

III. CERTIFICATE OF NON-RE-MARRIAGE/NON-MARRIAGE

I hereby declare that I am not married/I have not married during the past six months,

OR

* I hereby declare that I have not been re-married and I undertake to report such an event promptly to the Pension Disbursing Authority/Bank.

*Applicable only for widow recipient of family pension and to be furnished only once.

Signature

Place:

Name of the Pensioner

Date:

P. P. O. No.

I certify to the best of my knowledge and belief that the above declaration is correct.

Signature of a responsible

Officer or a well-known

Person

Place:

Name

Date:

Designation

ANNEXURE - VII

(See para 17.1)

Statement showing Calculation of Relief payable with effect from ----to Goa Civil Pensioners sanctioned by Government of Goa vide O. M. No.----dated----

Sl. No.	Name	P.P.O. No.	Date of retirement	Amount of original pension/family/pension/extraordinary pension (prior to commutation, if any)	Amount of temporary/ad-hoc increase and ad-hoc relief sanctioned with effect from 1-1-1973	Total amount of pension etc. on which relief payable (col. 5+6)	Percentage rate of relief to be applied to the amount indicated in col. 7	Amount of total relief payable (subject to prescribed minimum and maximum) per month	Remarks
1	2	3	4	5	6	7	8	9	10
				Rs.	Rs.				

Station:

Date:

(Signature of Manager or in-charge of the Paying Branch, with stamp)

Explanatory Notes:

- Column 6 is applicable only to pensioners who retired from Government Service on or before 31st December, 1972.
- In the case of divisible pensions i.e. where pension is payable to more than one recipient, the enhanced entitlement may be worked out on the aggregate original amount of pension sanctioned and then divided amongst the recipients on the basis of the applicable ratio.
- The amounts shown as payable in column 7 should be rounded off to the next rupee vide G.I.M.O.F., O.M. No. F.2(11)-EV/80 dated 14-7-1981.
- The amount of relief payable and as shown in column 9 should be rounded off to the next rupee vide G.I.M.O.F., O.M. No. F.2(9)-EV/81 dated 14-7-1981.

* To be furnished in case the applicant is not literate enough to sign her/his name.

ANNEXURE - X

(See para 22.5)

..... Bank
 Branch
 No. Dated
 To:
 Smt./Shri

Subject: Claim for Family Pension/Ex-gratia.
 Dear Madam/Sir,

* It is understood that Shri/Smt. holder
 of P.P.O. No. has since died.

OR

* Please refer to your letter No. dated
 claiming Family Pension after the death of Shri/Smt.
 pensioner, holder of P.P.O. No.

You are accordingly, requested to call at branch of the
 bank on any working day between to
 for personal identification and completion of formalities
 before payment of family pension is commenced.

2. You are also requested to furnish to the Bank the
 documents (forms enclosed) mentioned below:

- (i) Application in Form T.R. 40-A (Annexure IX of the Scheme).
 - (ii) Certificate of non-remarriage/non-marriage certificate for widow/widower family pensioner and non-marriage certificate for daughter(s) of deceased Pensioner.
 - (iii) Undertaking for refunding excess amount, if any paid after commencement of payment of family pension, in form as in Annexure XII.
3. You are also requested to bring with you the following:
- (i) Death Certificate of Shri/Smt. deceased pensioner.
 - (ii) Pension Payment Order (Pensioner's half).
 - (iii) Pass Book in case you have already a bank account with the above mentioned branch in your name.

Yours faithfully,

Manager

..... Branch

..... Bank

* Delete whichever is not applicable.

ANNEXURE - XI

(Referred to in para 8.1.)

Sr. No.	Name of the Pensioner:	PPO No.	Name of the Link Bank and Paying Branch:	Class of pension:	Rates of pension:	Date of commencement of Pension	Name of Treasury where any previous payment is made
1	2	3	4	5	6	7	8
Remarks:							
Signatures				Remarks:			
Auditor:				D.D.A.			
9				10			
				11			
				12			

ANNEXURE - XII
(Referred to in para 12.3)

SPECIMEN OF LETTER OF UNDERTAKING

The Branch Manager
Bank (Bank's Name)
Branch (Branch's Name)
Dear Sir,

Payment of pension under P. P. O.

No. through your Office.

In consideration of your having, at my request, agreed to make payment of pension due to me every month by credit to my account with you. I, the undersigned, agree and undertake to refund or make good any amount to which I am not entitled or any amount which may be credited to my account in excess of the amount to which I am or would be entitled. I further hereby undertake and agree to bind myself and my heirs, successors, executors and administrators to indemnify the bank from and against any loss, suffered or incurred by the bank in so crediting my pension to my account under the Scheme and to forthwith pay the same to the bank and also irrevocably authorise the bank to recover the amount due by debit to my said account or any other account/deposits belonging to me in the possession of the bank.

Yours faithfully,

Signature:

Name:

Address:

Date:

Witness:

(I) Signature:

Name:

Address:

(II) Signature:

Name:

Address:

ANNEXURE - XIII
(See para 4.3)

An extract of Instructions issued by R. B. I. to the Managing Directors of State Bank of India and its Associate Banks and General Managers of Nationalised Banks in connection with the extension of facility of allowing cheque books and acceptance of standing instructions for transfer of funds from the accounts of Central Civil pensioners drawing pension under the Scheme for payment of Pensions through Public Sector Banks is reproduced below:—

(I) ACCEPTANCE OF STANDING INSTRUCTIONS FROM THE PENSIONERS

The matter has been examined by us in consultation with the Government of India, Ministry of Finance, who have advised that acceptance of standing instructions for transfer of funds etc. from the pensioner's accounts would not be inconsistent with the scheme and that they see no objection to public sector banks dealing with such requests from pensioners at their discretion. In exercising such discretion banks may bear in mind the fact that in view of the bonds of indemnity executed by them under the scheme, they will have to compensate the Government in respect of any overpayment or wrong payment.

(II) EXTENDING CHEQUE BOOK FACILITY TO PENSIONERS

(a) Once the amount of pension and/or other pensionary benefit is credited to a pensioner's individual savings/current account, all the operations in the account will be governed by general banking rules and practices. Therefore, withdrawals from the account can be permitted by means of cheque/withdrawal slip as in the case of other account holders. Request for issue of cheque book from the pensioners may therefore be considered by banks on merit of each case and subject to the rules and regulations framed by individual bank in this regard. We feel that withdrawal by means of cheque, if permitted, will be of immense help to old pensioners.

(b) It is also not necessary to make it compulsory for a pensioner to come personally to bank's office to withdraw the amount of his pension every month, when other account holders have the option to withdraw money from their accounts by means of withdrawals slip/cheques through bearet.

(Authority R. B. I. (Central Office) Ref. GA, NB: No. 333/ GA 64 (11-CVL-Misc)/86/87) dated 5th August, 1986.

ANNEXURE XIV

(See para 16.2)

(to be filled in duplicate)

Transfer Application for change of Pension Payment from one Branch to another

P. P. O. No. & Date	Name of Pensioner	Existing Link Branch & Code No.	Name of Link Branch through which payment is desired & Code No.	Existing Paying Branch and Code No.	Name of Paying Branch through which payment is desired & Code No.
1	2	3	4	5	6
<p align="right">(Signature of Manager with Seal)</p> <p align="right">Accepted & Returned Deputy Director of Accounts, PA-I Section, Directorate of Accounts, Panaji-Goa.</p>					

To,
The Deputy Director of Accounts/PA-I Section,
Directorate of Accounts,
Panaji-Goa.

ANNEXURE XV

Procedure in respect of Nomination for payment of Arrears of Pension on Death of a Pensioners

1. Any pensioner to whom any pension is payable by the Government out of the Consolidated Fund of the State may nominate any other person (hereinafter referred to as the nominee) in accordance with the provisions of Para-2 who shall receive, after the death of the pensioner all moneys payable to the pensioner on account of such pension on, before or after the date of such nomination and which remain unpaid immediately before the death of the pensioner.

2. (1) Every pensioner who has retired, shall nominate any person for the purpose of para 1 above in Form under Annexure XVI and submit it, in triplicate, by personal service after taking receipt or by sending through registered post acknowledgement due to the respective Pension Disbursing Authority i.e. Branch of a nominated Public Sector Bank through whom pension is drawn.

(2) Within thirty days of the receipt of nomination in Form under Annexure XVI as referred to in sub-para (1), the Pension Disbursing Authority i.e. Branch of a nominated Public Sector Bank shall get the particulars of the pensioner, as mentioned in Form under Annexure XVI verified with reference to the available records and return to the pensioner, after obtaining a receipt thereof, the duplicate copy of the nomination in Form under Annexure XVI duly attested by him or an Officer authorised by him in this behalf. The triplicate copy shall be sent to the Department from where the pensioner had retired while the original copy of the nomination shall be recorded.

(3) Every employee who is due to retire shall submit the nomination, in triplicate, in Form under Annexure XVI to the Head Office or the Department from where he/she is retiring within three months before or after the date of retirement.

(4) Within thirty days of the receipt of the nomination in Form under Annexure XVI under sub-para (3), the Head of Office shall get the particulars of the pensioner, as mentioned in Form under Annexure XVI verified with reference to the records of the establishment and return to the pensioner, after obtaining the receipt thereof, a duplicate copy of the nomination in Form under Annexure XVI, duly attested by him or by an officer authorised by him in this behalf. The triplicate copy duly accepted shall be sent to the Accounts Officer, who shall pass it on to the Pension Disbursing Authority i.e. Branch of a nominated Public Sector Bank alongwith the Pension Payment Order. If the Pension Payment Order has already been issued in a particular case, the nomination shall be sent separately quoting PPO number and other particulars of the pensioner to enable the Pension Disbursing Authority i.e. Branch of a nominated Public Sector Bank to link it up with the PPO.

(5) A notice of modification of nomination including cases where a nominee pre-deceases the pensioner shall be submitted in triplicate in Form under Annexure XVII to the Pension Disbursing Authority i.e. Branch of a nominated Public Sector Bank in the manner specified in sub-para (1) and thereafter the provisions of sub-para (2) shall apply mutatis mutandis with modifications as if it was made under sub-para (1).

(6) A nomination or a fresh nomination or a notice of modification of nomination shall be signed by the pensioner or, if he/she is illiterate, shall bear his thumb-impression given in the presence of two witnesses who shall also sign a declaration to that effect in the nomination, fresh nomination or notice of modification or nomination, as the case may be.

(7) Nomination, fresh nomination or notice of modification of nomination shall take effect from the date of receipt thereof by the Pension Disbursing Authority i.e. Branch of a nominated Public Sector Bank or the Head of Office as the case may be.

3. A nomination made under Para 2 and accepted by the Pension Disbursing Authority i.e. Branch of a nominated Public Sector Bank or the Head of Office, shall be conclusive proof with regard to the person nominated to receive arrears of pension of the pensioner under this procedure.

4. The arrears of pension payable under this procedure shall be paid in accordance with the provisions of the existing rules governing the mode of payment of pension.

5. Where any doubt arises as to the interpretation of this procedure, the matter shall be referred to the Finance Department, Government of Goa for decision.

ANNEXURE XVI

(FORM A)

(See Para 23-4)

Pension Disbursing Authority, Head of Office

(Name of Bank

(Place)

..... hereby nominate the person.

(Name of the Pensioner in capital letters)

Named below

If nominee is minor

Name and address of the nominee	Name and address of other nominee in case the nominee under column (1) predeceases the Pensioner	Relation-ship with Pensioner	Date of birth	Name and address of person who may receive the said pension during the nominee's minority	Name and address of person who may receive the pension during the other nominee's minority	Date of birth of the other nominee is minor	Contingency on the happening of which nomination shall become invalid
1	2	3	4	5	6	7	8
							9

Signature (or thumb) Impression if illiterate and name of Pensioner
Address

Witness: Signature

(Name and address)

Signature of Pension Disbursing Authority/Head of Office

(Acknowledgement to be sent by the Pension Disbursing Authority/Head of Office)

Certified that application/nomination has been received from (Name of the pensioner) whose address is

Signature of Pension Disbursing Authority

Bank

Place

Date

ANNEXURE XVII

FORM B

(See ANNEXURE XV)

The Pension Disbursing Authority

Name of the Bank

Place:

I, hereby make the following alternative nomination in cancellation of the previous nomination made on
(Name of Pensioner in Capital letters)

Name and address of nominee	Relation- ship with the pen- sioner	If nominee is a minor		Name and address of the other nominee in case the nominee under column (1) predeceases the pensioner	Relation- ship with pensioner	Date of birth if other Nominee is a minor	Name and address of person who may receive the pension during the other nominee's minority	Contingency on happening of which nomination shall become invalid
		Date of birth	Name and address of the person who may receive the said pension during the nominee's minority					
1	2	3	4	5	6	7	8	9

Place:

Date:

Witnesses: Signature:

Name and Address:

Certified that application/nomination (Form B) has been received from

(name of pensioner)

whose address is

Form A has been cancelled and returned to him.

Place:

Date:

Signature (or thumb impression if illiterate) and name of
pensioner.

Address:

Signature of Pension Disbursing Authority.

Date Stamp.

Signature of Pension Disbursing Authority

with full address

GOVT. PRINTING PRESS — GOA

(Imprensa Nacional — Goa)

PRICE — 4-50 Ps.